



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Court Reporter

FLSA: NE

SERVICE: Judicial

REVISED: 01/12/2012

Summary: Position reports courtroom proceedings and prepares verbatim case transcripts, using stenographic or other specialized equipment. Court Reporters may be assigned to more than one Judge in the following areas: Criminal, Civil, Family, Probate, Mental Health, Juvenile, and Special Assignments.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Records court proceedings and proceedings in chambers using specialized recording equipment.
- Prepares and certifies transcripts.
- Reads aloud from stenographic notes.
- Catalogs and files stenographic notes.
- Transcribes court proceedings into a written document that is legally defensible and timely.
- Transcribes verbatim conversations.
- Responds to questions from attorneys, court clerks, judges and other legal personnel regarding court proceedings.

Knowledge and Skills:

- Knowledge of courtroom procedures and statutory deadlines.
- Knowledge of legal process.
- Knowledge of methods of courtroom reporting.
- Knowledge of modern office practices, procedures and equipment.
- Knowledge of legal terminology and business English.
- Skill in recording and transcribing verbatim courtroom proceedings quickly and accurately.
- Skill in using recording and transcribing equipment.
- Skill in recording and transcribing court proceedings quickly and accurately.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

Minimum Qualifications:

High school graduate or GED. Completion of a formal Court Reporter training program, Certification as a Court Reporter pursuant to ARS Title 32, Chapter 40 and Arizona Code of Judicial Administration sections 7-206 and 7-207. Three years of experience in trial courts is preferred.